



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	April 24, 2014	5:00pm-8:00pm	
Location/Room	441 4 th Street, NW Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Austin, Toby	Resigned		Hixon, O. Xavier		x
Bailey, Steve	x		Hoover, David	x	
Bailous, Stephen	x		Jackson, Herbert	x	
Bishop, Henry	x		Kelly, Renee		x
Black, Ralph	Resigned		Marachelian, Alis		x
Brown, James		x	Moore, Tarsha	x	
Callahan, Keith	x		Morrow, Lora	x	
Cameron, Martha	x		Pilskaya, Anna	Resigned	
Cauthen, Melvin	x		Purdy, David	Resigned	
Chinn, Barbara	x		Roberts-Njoku, Cornett	x	
Davis, Reginald	Resigned		Santirosa, Yolanda	Resigned	
Deely, Maureen	x		Scheraga, Ronald	x	
Dunnington, Geno	x		Schlosberg, Claudia		x
Fischer, Mark	Resigned		Scruggs, Linda	Resigned	
Fon, Shella		x	Smith, E. Robert	x	
Franks-Dunbar, Sharon		x	Smith, Tyranny		x
Frazier, Debra	x		Solan-Pegler, Nicolette	Resigned	
Goforth, Justin	x		Spears-Johnson, Dedra		x
Hawkins, Patricia	x		Swanda, Ron	x	
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim	x		Ramey, Devi	x	
			Ricardo Brantley	x	
Puranik, Rashmi		x	Simmons, Michelle		x
Logistical/Technical Support			Logistical/Technical Support		
Cooper, Shanice	x		Gantz-McKay, Emily	x	
Hargrove, Javonnica	x				



HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Britanik, Justin	x		Baker, Rochelle	x	
Frison, Lawrence	x		Lamont Clark	x	
Fortune, Ebony		x			
Kharfen, Michael	x				
Guests					
Ronald Morgan	Wille Africa		Anthony Guy	Melissa Turner	
Kim Battle	Robyn West		Gladys Baxley	Chris Keys	
Ben Maramara	Bobbie Smith		Diane Tyranee-Neal	Kermit Turner	
Joseph Henson	Brandon Nichols		Hope Coleman	Wallace Corbett	
Achim Howard	Donna Marschall		Sharon Coker		

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Chair Report ○ Presentation – Understanding the HIV Care Continuum ○ Presentation – Quality Management and Client Satisfaction Survey Summary ○ Grantee Report ○ Jurisdictional Reports

AGENDA	
Item	Discussion
Public Comment	Martha Cameron announced that that Advocates for Quality (A4Q) will host a Consumer Summit on Wednesday, May 1, 2014 from 9:00 am to 4:00 pm at the Hilton Garden Inn Courthouse Plaza at 1333 N. Courthouse Road, Arlington, VA during the Public Comment period.
Call to Order	The meeting was called to order by Stephen Bailous, Chair at 5:38 pm and he asked everyone to introduce him or herself for the record. As Barbara Chinn, Chair, Membership Committee introduced herself, she reminded the Council of the Code of Conduct.
Review and Approval of the Agenda	It was moved by Lora Morrow and seconded by Keith Callahan to approve the agenda. The agenda was approved unanimously.
Review and Approval of the Minutes	Ron Swanda noted to include action items discussed in the body of the minutes to the action item chart on page 6. It was moved by Lora Morrow and seconded by Barbara Chinn to approve the March 2014 Minutes as corrected. The minutes were approved unanimously as corrected.
Chair Report	Directives Update Mr. Bailous reported that the directives process is underway. Members were asked to discuss potential directives in committee meetings and to use the Directive Form



	<p>to record and submit directives for consideration by the Directives Workgroup.</p> <p>Participation in Town Hall and PSRA Process Mr. Bailous stated that full participation in the PSRA process is required, including town hall meetings. He emphasized that Council members are required to participate in PSRA activities, in the jurisdictions that they represent. He further explained that PSRA participation is an attendance requirement.</p> <p>Presentation - Understanding the HIV Care Continuum Justin Goforth, Community Co-Chair, provided a presentation on Understanding the HIV Care Continuum. The presentation highlighted the HIV treatment cascade which shows that there are significant drop-offs at point along the continuum. Mr. Goforth noted the disparities related to both race and age. Further, at each point along the care continuum, the right questions must be asked to help move consumers along the continuum more successfully. Mr. Goforth noted that the White House Office of National AIDS Policy launched the HIV Care Continuum Initiative of the National HIV/AIDS Strategy. He asked members to think about the various organizations that are Ryan White funded and their strengths and opportunities in addressing the care continuum. He noted that the continuum ties to the National HIV/AIDS Strategy and that President Obama signed an Executive Order creating the HIV Care Continuum Initiative.</p> <p>In closing. Mr. Goforth urged the Council, during the PSRA process to think about what service categories could address the gaps in the care continuum and how to put a package together that best matches our specific local needs. Also, if retention in care is the largest drop off along the continuum, what service categories address this issue the best?</p> <p>Following the presentation there were questions and comments. Dr. Hawkins stated that she believes that people are lost to care because of mental health issues. Lora Morrow noted that the primary focus appears to be on one group; MSMs and other groups need help. Other questions asked were about data in CAREWare.</p>
<p>Presentation Quality Management and Client Satisfaction Survey Summary</p>	<p>Justin Britanik, HAHSTA Quality Management Specialist introduced the following speakers from CAP, Inc. for the Quality Management and Client Satisfaction Survey presentation: Diane Tyranee-Neal, Gladys Baxley and Chris Keys.</p> <p>Ms. Tyranee-Neal provided an overview of the Quality Management and Client Satisfaction Survey project. She summarized the purpose of the project, approach and methodology, including the implementation plan slides. In addition, she reviewed demographic information collected during the Quality Management Survey as well as general program indicator slides. Also, she reviewed the chart review slides for the following service categories: Medical Case Management, Primary Medical Care, Oral Health, Mental Health, Early Intervention Services, and Substance Abuse. Last, Ms. Tyranee-Neal summarized strengths, lesser strengths, and opportunities for improvement.</p>



	<p>Ms. Tyranee-Neal turned the presentation over to Ms. Gladys Baxley who reviewed the Client Satisfaction Survey slides. She summarized respondent demographic information, as well as service history, services received, health rating, and overall satisfaction. In summary, participants represented a diverse population; they have access to a broad range of treatment services; they are well-satisfied with their clinical and non-clinical staff; they are well-satisfied with programs’ facilities, and trust their personal information is kept confidential. Overall, participants are very satisfied with the services they receive.</p> <p>Ms. Gladys Baxley turned the presentation over to Mr. Chris Keys who provided an overall summary. Some of the key points highlighted were:</p> <ul style="list-style-type: none"> ○ Client satisfaction scores were almost universally high within the EMA; anecdotal statements of client dissatisfaction were shared with the providers and HAHSTA ○ Areas for improvement, defined as noncompliance rates below 70% were frequently observed in all core service areas, with some program measures and across all three jurisdictions; future surveys will reveal the positive and negative trends within the EMA ○ Recommendations for improvement were submitted by the survey team to the Providers, Administrative Agents and HAHSTA. They were classified in following areas: (1) performance improvement, (2) staff education/accountability, (3) credentialing and (4) survey administration/ readiness <p>Following the presentation there were questions and comments. The Council applauded and thanked the team for their presentation.</p>
<p>Standing Committee Minutes & Updates</p>	<p>Bylaws, Policies & Procedures Ms. Roberts-Njoku announced that the committee has decided to meet quarterly. The next meeting will be held in August.</p> <p>Membership Ms. Chinn asked members to check their emails next week for the Mentor Form. Also, Lamont Clark asked members to check their emails for information from the Office of Boards and Commission.</p> <p>Consumer Access Keith Callahan reported that the committee is preparing for the PSRA process.</p> <p>Needs Assessment & Comprehensive Planning (NACP) Ron Swanda reported that the consumer survey pilot started this week. Mr. Bailous stated that a site visit to administer the survey was held today.</p> <p>Care Strategies and Coordination of Standards (CSCS) Dr. Hawkins reported that the committee held a housing mini roundtable at the April meeting. Renee Kelly of Housing Counseling Services (HCS) provided information about housing programs and Guy Weston of DC CARE provided information about an overview of EFA in the District. The committee recommended a grid be created that list the different programs and criteria; one for clients and</p>



	<p>another one for case managers.</p> <p>Fiscal Oversight & Allocations (FOAC) Mr. Bailous reported that the committee is discussing developing a tool for the Assessment of the Efficiency of the Administrative Mechanism. He invited members to attend the next meeting in May.</p>
<p>Grantee Report</p>	<p>Monthly Reports</p> <p>Grant Year 24 Award - Lawrence Frison reported that HAHSTA has not received the final award for Grant Year 24. There is no word on what the final amount will be or when it will be received. In the District, HAHSTA has level funded its providers.</p> <p>Part A Grant Year 23 - Lawrence Frison reported that HASTA is in the middle of the liquidation period. He noted that HAHSTA has received close out invoices for Northern Virginia and Maryland. A review of providers' final invoices is being conducted. HASTA has not received all of the District's invoices. He anticipated that final amounts will be provided at the FOAC meeting next month.</p> <p>Service Provider List A Handout was provided that list services available by service providers in the District.</p> <p>Update on GY 24 Directives Applications in response to the RFA for two service categories; (1) DC specific for Treatment Adherence for Transgenders, and (2) EMA-Wide services for African immigrants is in review now and HAHASTA anticipates making a selection in a few weeks</p> <p>Other Discussion Dr. Hawkins suggested that the Council reconsiders the 75/25 Waiver Application. She argued that if the application is delayed the Council will have to do two sets of allocations.</p> <p>Motion #1: So moved by Dr. Hawkins and seconded by Maureen Deely that the Council directs HAHSTA to develop a 75/25 Waiver Application for the EMA.</p> <p>There was discussion on the motion. Again, members raised concerns about meeting the criteria for waiver eligibility, because Northern Virginia anticipants having a waiting list for AIDS Drug Assistance Program (ADAP) services. Mr. Bailous stated that the EMA does not have a waiting list. Also, members raised concerns about re - allocations and whether the application can be prepared by jurisdiction.</p> <p>VOTE: Approve – 13; Oppose-3; Abstain – 1 The Motion is Passed.</p>
<p>Jurisdictional Reports</p>	<p>District of Columbia & West Virginia Mr. Frison reported that West Virginia has spent down their total award and there are not issues to report.</p> <p>Suburban Maryland</p>



	<p>Devi Ramey noted that she provided the Council with an additional handout that shows Maryland GY24 Awards. Also, she introduced Ricardo Brantley, Quality Assurance Coordinator for Suburban Maryland.</p> <p>Northern VA Tim Agar noted that he did not have any additions to the report.</p>
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ANNOUNCEMENTS

- David Hoover announced that the Alexandria Health Department added a Rainbow Tuesdays Clinic which provides testing and treatment. In addition, AIDS Watch will be held on April 28th and 29th and he urged people to participate.

HANDOUTS

Agenda dated 4/24/2014
 Minutes dated 3/27/2014
 Directives Brief Summary
 Directives Form
 Directives Guiding Principles
 2014 PSRA (GY25) Timeline Grid
 Grantee/DC Fiscal Report
 FOAC Spreadsheet
 April 2014 Standing Committee Minutes
 NOVA Regular FOAC Report through February 28, 2014
 NOVA MAI FOAC Report through February 28, 2014
 NOVA Client Utilization
 NOVA Part A GY24 Awards
 Suburban Maryland Regular and MAI FOAC Report through February 28, 2014
 Suburban Maryland – Regular: Actual Expenses Incurred through February 28, 2014
 Suburban Maryland Client Utilization
 Maryland GY24 Awards
 Calendars – May and June 2014

ACTION ITEMS – Open

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Provide copies of the provider list in DC at the next Council meeting.	Lawrence Frison	11/21/2013	12/19/2013	Closed
2.	Provide an electronic copy of the Virginia’s Steps to Medicaid document to Planning Council staff for distribution in next month Council binder.	David Hoover	11/21/2013	12/19/2013	Open



MOTIONS				
#	Motion	Motioned By	2 nd By	Approved By
1	So moved that the Council directs HAHSTA to develop the 75/25 Waiver Application for the EMA.	Dr. Hawkins	Maureen Deely	Vote In Favor - 13; Oppose-3; Abstain -1 The Motion is Passed.

MEETING ADJOURNED	7:49 pm
NEXT MEETING	May 29, 2013 at 5:00 pm Location: 441 4th, NW Washington, DC.